

MINUTES

Workforce Connection Of Central New Mexico Executive Board Meeting

Thursday, January 6, 2005

7:45 am

MRCOG, 317 Commercial NE, Third Floor Board Room

Call to Order- 8:10 a.m. – Bob Davey, Chair

Present

Bob Davey
Mary Lee Martin
Virginia Murphy
Nancy Renner
John Sapien
Mike Swisher
Judy LeJeune

Quorum was Established

Excused

Charles Aguilar
Rita Logan

Approval of Thursday, January 6, 2005 Agenda

Motion: Mike Swisher

Second: Virginia Murphy

No Discussion

Action: Passed by voice vote

Tab 1: Approval of Minutes, Executive Committee- December 2, 2004

- **Virginia Murphy did not give Performance and Monitoring Committee report**

Motion to approve with changes: John Sapien

Second: Virginia Murphy

No Discussion

Action: Passed by voice vote

Tab 2: Monthly Expenditure Report- by Mike Swisher

- Mr. Swisher explained the monthly expenditure report of the month ending December 31, 2004
- Discussion and Questions Followed**

FINAL ACTION ITEMS

Six Final Action Items were discussed and voted on- All were passed by voice vote

Passed

- Approval of NMDOL Contract Amendment #2
- Approval of WFCP-01-05, to Transfer \$325,000 to Adult Program Category
- Approval of WFCP-02-05, Youth Council Recommendation on About Face! A Program of the National Guard
- Approval: YDI Request for Additional Contract Amount
- Approval of WFCP-03-05, EmployOn, Employment Search Engine
- Approval of WFCP-04-05, Revised Budget Based on Mid-Year Review

Tab 3: Approval of WCCNM Conflict of Interest Procedure- Background and Introduction by Adrienne Smith.

- WCCNM currently maintains the computer system for its providers at a cost that WCCNM staff believe could be lower if NMDOL were to operate and maintain.
- Amendment #2 to the NMDOL contract would require NMDOL to maintain the computer system for the One-Stop center system in the geographical area within Bernalillo, Sandoval, Tarrant and Valencia Counties for the remainder of the program year.
- WCCNM shall have access to equipment and shall have the authority to monitor the inventory its use.

Questions Followed

Motion: Nancy Renner

Second: John Sapien

No Discussion

Action: Passed by voice vote

Tab 4: Approval of WFCP-01-05, to Transfer \$325,000 to Adult Program Category- Background and Introduction by Mike Swisher.

- Due to the current spending by NMDOL in the Adult program category the WCCNM is requesting a request be made to OWTD to transfer \$325,000 from the Dislocated Worker category to the Adult program.
- NMDOL has given a plan to the WCCNM on spending during PY04, to increase emphasis in on-the-job training (OJT) and work experience (WE).

Discussion and Questions Followed

Tab 5: Approval of WFCP-02-05, Youth Council Recommendation on About Face! A Program of the National Guard- Background and Introduction by Adrienne Smith and Mary Lee Martin

- Early in the program year, the WCCNM Executive Committee set aside \$175,000 in the event the Youth Council recommended implementation of About Face!
- At the December 2004 meeting, the Youth Council recommended to the Board that WCCNM use set-aside and OWTD funds to set up About Face! for the period of January-August of 2005.
- The Youth Council further directs WCCNM to enter into a contract with the National Guard and/or its agent to conduct the About Face! program.
- The Youth Council also recommends that the National Guard enter into a contract with YDI that ensures About Face! is an extension of and not in competition with, WCCNM services.
- The About Face! program will serve approximately 100 youth in the Central Region, ages 16-18, both in school and out of school.

Discussion and Questions Followed

Motion: Virginia Murphy
Second: John Sapien
No Discussion
Action: Passed by voice vote

Tab 6: Approval: YDI Request for Additional Contract Amount- Background and Introduction by Adrienne Smith and Mary Lee Martin

- At the January 4, 2005 Special Session of the WCCNM Youth Council, a presentation was given by YDI regarding a request for an increase in funding for the Youth Service contract.
- The Youth Council approved a staff recommendation to allocate \$175,000 to YDI's contract with the stipulation that additional funds be used for case manager positions assigned to serve youth in rural areas (Sandoval, Valencia, and Torrance Counties).

Discussion and Questions Followed

Motion: John Sapien
Second: Virginia Murphy
Discussion Followed
Action: Passed by voice vote

Tab 7: Approval WFCP-03-05, EmployOn, Employment Search Engine- Background and Introduction by Adrienne Smith, Virginia Murphy and Judy LeJeune

- EmployOn is an employment search engine that draws from over 100,000 web sites nationally; includes a detailed cross reference of employer matches and job details, allows users to search results geographically by city; removes data older than 60 days from the site, and includes a level of specificity to small town in the Central Region.
- Though staff research there is no other program that offers this kind of service to users.

- Performance and Monitoring Committee, Training and Service Provider Committee and NMDOL have all viewed demonstrations of this web-based job search engine.
- This sole-source contract with employOn would be for ten licenses at a cost not to exceed \$28,600.
- Due to this contract being sole-source, this item must be introduced to the Full Board for unanimous approval.

Discussion and Questions Followed

Motion: Mike Swisher

Second: John Sapien

No Discussion

Action: Passed by voice vote

Tab 8: Approval of WFCP-04-05, Revised Budget Based on Mid-Year Review- Background and Introduction by Mike Swisher

- Mr. Swisher explained that all previous tabs have explained the revisions needed to the WCCNM budget.
- Based on the activity that has occurred during the first half of the program year, we are requesting to realign several categories within funding streams as well as requesting to transfer between the dislocated worker and adult funding streams.
- The adjustments are needed to provide increased funding in the service categories and to reduce those categories that have expenditures at a lower level than anticipated.

Motion: Virginia Murphy

Second: John Sapien

No Discussion

Action: Passed by voice vote

DISCUSSION ITEMS

Tab 9: Monitoring Report- by Ramona Chavez

- Monitoring of the WCCNM programs began in December and will continue through mid February, or until completed; both YDI and NMDOL are included in the review.
- So far, files look to be in good order with minor inconsistencies with both YDI and NMDOL.
- Follow-up is the most important issue that needs to be addressed.
- A fiscal review of YDI has been completed with a fiscal review of NMDOL to follow.

Questions Followed

Tab 10: Update on State Legislation re: Office of Workforce Training and Development- by Reese Fullerton

- Mr. Fullerton explained the legislation that will be introduced at his year session.
- Legislation is almost verbatim of what the LFC audit suggested through their review.
- This legislation will give the OWTD authority to operate as their own state agency, giving them the ability to create and implement policy and guidelines to be used in the local areas.
- This discussion paper is available, and legislation paper will be available next week.

Discussion and Questions Followed

Tab 11: TANF/WIA Integration- by Teri Sheppard

- TANF/WIA integration is still a very active subject in New Mexico and the Central Region.
- The Ad Hoc group has met on a monthly basis to discuss, plan and design the program for transition and implementation into the Central Region.
- Ms. Sheppard gave a handout to the committee regarding the plan and what was needed to implement it.
- Staff will keep the committee informed of any new information pertaining to integration.

Discussion and Questions Followed

Tab 12: One-Stop Certification RFP- by Adrienne Smith

- RFP is currently available for entities to certify the model One-Stop on Mountain Rd.
- If the model One-Stop is certified, it would be the first in New Mexico to have this certification.
- The Committee should get a recommendation for contract in the coming months.

REPORTS

Administrative Reports- by Adrienne Smith

- A WCCNM Board Orientation has been scheduled for January 11, 2005, anyone is welcome to attend.
- Summer Work Academy MOU's have been issued and most Council's have already approved.

Committee Reports

- **Youth Council-** by Mary Lee Martin
 - The next Youth Council Meeting is scheduled for December 9, 2004.

- **Performance and Monitoring-** by Virginia Murphy
 - The Committee has been meeting on a monthly basis to review performance measures and benchmark report from YDI and DOL.
 - Performance reports are now received in advance of the meeting and a Q&A with NMDOL and YDI has been established at each meeting.
 - The next meeting is scheduled for 2:30, January 13th.
- **Training and Service Provider-** by Judy LeJeune
 - The Committee has been meeting on a monthly basis to review and help clean up the eligible training provider issues.
 - OWTB attended the last meeting to discuss the ETPL list
 - The next meeting is scheduled for 3:00, January 20th.
- **Business Outreach Committee-** none

PUBLIC COMMENT

Public Comments- None

ADJOURNMENT

Adjournment- 10:26 a.m.

Next Meeting-

Date: Thursday, February 3, 2005

Time: 7:45 am

Location: Mid-Region Council of Governments

A more detailed account of the meeting and discussions are available for review at the MRCOG offices at: 317 Commercial NE, Suite 104 Albuquerque, NM 87102

Approved at the February 3, 2005 WCCNM Executive Committee Meeting

Bob Davey, WCCNM Chair

ATTEST:

Secretary